



# OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

|  |                                  |
|--|----------------------------------|
| POLICY TITLE:<br><b>Identification Cards</b> | AUTHORIZED BY:                   |
| POLICY : <b>C-4</b>                          | PAGE: <b>1 of 1</b>              |
| ISSUED: <b>January 12, 1987</b>              | REVISED: <b>February 1, 2000</b> |

I. General Statement

Because of the need for proper identification while traveling on state business, the Departmental Personnel Office will issue an ID card to any OA employee upon the written approval of the employee's Division Director.

- II. A. A memorandum requesting an ID card should be submitted to the Personnel Office.
- B. The card will be valid for three years from date of issuance.
- C. The card should be returned upon its expiration, at which time it may be renewed, or upon termination of employment with OA.